

6/25/07 (11)



# **The Initial Organizational Meeting of the 2007-2008 Acton Leadership Group**

**June 21, 2007**

**7:30 AM**

**Town Hall, Faulkner Hearing Room**

**1) General Discussion of Organizational Matters**

(Attached are the Ground Rules from last year and from 2003 for your review)

Ground rules and underlying concepts

- a) Does the need for which ALG and its predecessors were designed to fulfill still exist?
- b) What does ALG mean to the constituent entities?
- c) How does each entity define "Commitment to the ALG Process"?
- d) The use of a facilitator.
- e) What are the expected deliverables?
- f) Desired density of board-to- board communications.
- g) Procedures for maintaining the ALG Financial Plan
- h) The use of off-line sub-groups
- i) Superintendent/Town Manager communication process.
- j) Adoption of governing "Ground Rules"

**2) Future Meeting Schedule**

- a) Agenda items for the next meeting
  - i) Determine the ALG Meeting Calendar through April 1, 2008
  - ii) Review of prior "ALG Plan Agreements" and their consequence on FY'09 and beyond.

# ALG Charter and Groundrules

*2006 - 2007*

The Acton Leadership Group is made up of two members each from the Acton Board of Selectmen, Finance Committee, and School Committees, as well as the Town Manager, Assistant Town Manager, Superintendent and Assistant Superintendent of Schools. The primary goal of the Acton Leadership Group is to reach consensus on a multi-year financial plan for the Town of Acton. A secondary goal is to enhance communication and cooperation between the boards. Members provide two way communications between their board and the ALG. ALG recommendations are based on consensus after obtaining views from all boards. All opinions are heard and there is agreement that the recommendation is the best one possible. ALG members are expected to fully represent the recommendations of ALG to their boards and support the consensus.

**Quorum:** One member and one staff person per board.

**Facilitator:** Outside facilitator runs meetings, not required for quorum.

**Agenda:** Established at previous meetings, distributed by Town Manager.

**Leadership:** Demonstrated by timely iterations and good faith consensus. All expected to be willing to compromise.

**Minutes:** Taken by outside party.

**Public Participation:** Seated outside working group, public comment period near end.

## **ACTON LEADERSHIP GROUP (ALG)**

### **General Description (2/03)**

The ALG is a budget-modeling group composed of two representatives each of the Board of Selectmen, the School Committee(s), and the Finance Committee. ALG members also include the Superintendent of Schools, the Town Manager and a member of each of their staffs. Members meet in order to coordinate and negotiate recommendations to be brought to their respective boards. The quorum includes a facilitator.

While members of the ALG agree to both report and recommend the conclusions of the ALG to their boards, the ALG acts in an advisory capacity only. The Selectmen and members of the School and Finance Committees continue to hold their own decision-making and advisory authorities.

The ALG meets on a regularly scheduled basis (usually the 2<sup>nd</sup> Thursday of every month) in a posted, public meeting.

## **ALG CHARTER**

### **1. Creation of a budget proposal:**

A gross allocation budget and funding mechanism agreement to propose (and sell) to the Boards, including a timeline, a process (hearings and non-controllable expenses) and possible overrides.

### **2. Timely communication:**

Good faith communication of information relevant to other Boards in a timely a manner as possible

### **3. Enhancement of Inter-Board working relationships**

## **ALG GROUND RULES 2002-2003**

1. Membership: Two members (Chair and Vice Chair) and two staff persons per Board. Substitutions are at the discretion of each Board.
2. Quorum: One member and one staff person per Board, plus facilitator
3. Public Participation: After the group's discussion and at the discretion of the facilitator
4. Agenda: Established at previous meeting with additions submitted to the Secretariat and Facilitator
5. Decision-Making: By consensus. Reconsideration is also by consensus.
6. Post-Decision Expectations:
  - (a) Respectful communication to the respective Boards in support of the ALG process;
  - (b) Active recommendation of the consensus to the Boards
7. Minutes: By secretariat
8. Calendar: Second Thursday of every month (7:45AM to 9:30AM)
9. Convener/Secretariat: Town Manager
10. Overrides:
  - Any year in which an operating override is being considered, 'A' and 'B' budgets will be put forward
  - Members commit to championing and recommending adherence to 'B' Budgets when such budgets are voted by the citizenry

**BOS PROPOSED CHANGES**  
**PRESENTED FOR DISCUSSION**  
**ON JUNE 21, 2007**

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**ALG CHARTER**

1. Creation of a budget proposal:

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2. Timely communication:

Good faith communication of information relevant to other Boards in a timely a manner as possible

3. Enhancement of Inter-Board working relationships

## **ALG GROUND RULES**

### **2007-2008~~2002-2003~~**

1.1) Membership: Two members (Chair and Vice Chair) and two staff persons per Board. In order to facilitate continuity, s~~Substitutions are at the discretion of each Board~~ not allowed.

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2.2) Quorum: One member and one staff person per Board, plus facilitator

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3.3) Public Participation: After the group's discussion and at the discretion of the facilitator

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4.4) Agenda: Established at previous meeting with additions submitted to the Secretariat and Facilitator

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5.5) Decision-Making: By consensus. Reconsideration is also by consensus.

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a) Members commit to a good faith decision process, which requires:

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i) Each entity's commitment to bring financial and financial related proposals to ALG for discussion prior to a final vote of that entity.

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ii) An understanding that ALG members have different skill sets and different levels of experience with the ALG process

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iii) Each member shall have equal access to all information.

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iv) Full inclusion of each member in the complete decision process

(1) Underlying assumptions and the subsequent effects of decisions are to be fully disclosed

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(2) Proposals are to be vetted by the full ALG. (Reminder -- Off-line meetings of a majority of ALG members and serial conversations, e-mails, and documents sharing among a majority of members are violations of the Open Meeting Law).

v) ALG recommendations are committed to writing prior to circulation to the constituent entities

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6.6) Post-Decision Expectations:

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- a) Active and respectful communication to the respective Boards in support of the ALG recommendations process;

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i) The School Committees shall inform Boxborough as necessary

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- b) Full representation of each Board's reaction/decision concerning each ALG recommendation is brought back to the next meeting of the ALG

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- 7) The keeper of the "Financial Plan" is the secretariat of group decisions rather than the author of the Financial Plan. and each version of the plan shall be included with the draft and final minutes of the appropriate meeting

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8) Minutes: By secretariat

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- a) Draft minutes shall be distributed, as early as possible, to all ALG members via e-mail

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- a) Approved final minutes shall be distributed to each ALG member, the Town Clerk, and each constituent entity

8.9) Calendar: Time 7:30 – 9:00 AM. During the time period of July – January Second Thursday (???) of every month and during February and March biweekly on the ??? of the ??? (7:45AM to 9:30AM)

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9.10) Convener/Secretariat: Town Manager

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10.11) Overrides:

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• Any year in which an operating override is being considered, 'A' (inclusive of the override amount) and 'B' (exclusive of the override amount) budgets will be put forward

• Members commit to championing and recommending adherence to 'B' Budgets when such budgets are voted by the citizenry